

広報番号： Announcement No.	OKI-FEAD-010-20(R2)
募集締切日： Closing Date	18 May 2021 1 st Cut-Off: 9 Mar 21 2 nd Cut-Off: 13 Apr 21
発行日： Date of Issue	3 February 2021

募集人数 No. of Recruitment	募集期間 Recruitment Period	募集場所 Recruitment Place	募集方法 Recruitment Method	募集対象 Recruitment Target	募集内容 Recruitment Content	募集結果 Recruitment Result
100名	2019年10月1日～2020年3月31日	東京都内	インターネット	一般市民	東京都内、20歳以上、日本国籍、健康で、学業・職に就ける者	募集人数100名、募集期間100日間、募集場所100箇所、募集方法100通り、募集対象100人、募集内容100通り、募集結果100通り

1 名

採用可能見習い等級／語学能力級 Acceptable Trainee level:
等級 Grade-6, 語学能力級 LPL-3
等級 Grade-5, 語学能力級 LPL-2

4.募集範囲 Area of Consideration

I. ☒ 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee within Activity

II. ☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance

III. ☒ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide

IV. ☐ 外部 Off Base Applicant

*Those who previously applied for
VA# OKI-FEAD-010-20(R)/(A)
need not reapply.

5.雇用の種類 Type of Employment

☒ MLC

☐ IHA ☐ HPT

☒ 常用 Permanent

☐ 限定 Limited Term (カ月 Months)

6.職務内容 Duties
Please see attached task list.

特別な職務状況 Outstanding Working Condition, if any: N/A

7. 資格要件／身体条件 Qualification/Physical Requirements

* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1.

#1 項に示された語学能力級レベルに相当する英語の語学能力が必要となります。

- a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work or Doctorate Degree in accredited Graduate School in a related field.
- b. Must possess Government of Japan ordinary driver's license (Futsuu) with gross vehicle weight less than 3.5 ton.
- c. Must be a college or university graduate with specialized education in the field of architecture, civil, structure, electrical, mechanical, and/or fire protection engineering field(s), OR possess an official engineering license in the related field.
- d. Knowledge of advanced architectural and construction engineering in order to develop project engineering designs and specifications, recommend or approve engineering design changes, determine construction timelines and prepare independent government cost estimates.
- e. Skills in operating personal computer such as Microsoft Office and Auto CAD.
- f. Ability to perform and review related design calculations including structural load analysis.
- g. Ability to speak, read and write English at exceptional proficiency level (LPL:4)

*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below:

Note: Qualification stated in b. and c. for 1-7 level is also required at 1-6/1-5 level.

1-6: One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work or possession of Master's degree in a related field.

1-5: One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work or Completion of 4-year college/university in related field.

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

8.提出するもの Application and Associated Documents

- * ☒ 空席応募用紙 Application for Vacancy Announcement
- * ☒ 専門職務経歴書 Resume of Specialized Work Experience
- * の記入は Complete * in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either
- ☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"
上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;
http://www.cnmc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html
- ☒ 運転免許証の写し Copy of Driver's License GOJ Ordinary Driver's License "Futsuu" with gross vehicle weight less than 3.5 ton.
- ☒ 修了証/証明書の写し Copy of Certificate Copy of Certificate of educational background in architecture, civil, structural, electrical, mechanical and/or fire protection engineering fields OR official engineering license in the related field.
- ☒ 英語の能力を証明するものの写し。TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。
(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。
Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.
- ☒ 日本国籍以外の方は、在留カード（両面）及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport
- ☒ DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

9.応募書類提出先 Office to Submit

Hard copy submission:

応募用紙の提出は、嘉手納基地内 Bldg #3596 海軍人事課 (窓口履歴書受付時間: 09:00~14:00) (時間外の履歴書投函は海軍人事課玄関ドアに設置のポストへ お願いします)、キャンプフォスター内 Bldg #490 AAFES 人事課 (業務時間: 07:30~16:30)、又はキャンプフォスター内 Bldg #495 海兵隊人事課 (業務時間: 07:30~16:30)で受け付けています。業務時間内(16時 30 分)必着。

Please submit the application to Bldg#3596 Navy SHRO (Office Hours: 09:00~14:00) on Kadena AB, Bldg#490 AAFES (Office Hours: 07:30~16:30) (For after hours, application drop off, use mail slot located on the HRO entrance door) or Bldg#495 CHRO on Camp Foster (Office Hours: 07:30-16:30). Applications must be received by the close of business on the closing date of the Vacancy Announcement.

Attention

コロナウイルスの感染拡大により、窓口対応はすべて予約制となっております。窓口にて提出希望の方は下記連絡先まで連絡いただくか、人事課玄関ドアに 設置のポストへ投函してください。

Due to the COVID-19 situation, all customer needs to make an appointment for customer service. Please contact below number for appointment or drop off the application form using mail slot located on the HRO entrance door.

Mailing address/郵送先:

FEDEX or KURONEKO YAMATO TRANSPORT:

〒904-0200

CNRJ, CHRO Okinawa Satellite Office

Kadena Air Base

Mizugama Kadena-cho Okinawa Japan

Bldg#3596

Phone Number: 098-961-6717

フェデックス若しくはクロネコヤマト運輸利用の場合:

〒904-0200 在沖縄米海軍人事部

沖縄県嘉手納町水釜 嘉手納空軍基地

建物番号 3596

電話番号: 098-961-6717

NOTE: We are no longer accepting applications via e-mail.

電子メールでの履歴書の受付は終了いたしました

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC: NAVFAC FE, BD13

軍電 (DSN) 243-6198

PD No.: FEC-MFDQ2-005

PD is accurate and current. Certified by Activity: kn
10/24/2019

HRO: (rcvd: 10/30,9/8,9/17,1/28) Lt 11/5 ky
5/11/19, kt9/10/20,9/18,2/1/21

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません。 Submitted applications will not be returned.

職務で必要とされる**語学能力級（LPL）レベル**は下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

2016年2月8日前より継続雇用される現 MLC/IHA 従業員で、2016年2月8日前に発行された ALCPT 試験結果をお持ちの方は、その試験結果の語学級レベルが「グランドファーザー」され、その方の現 LPL レベルとして考慮されます。

For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess ALCPT test result dated prior to 8 February 2016, the attained “level” will be “grandfathered” and honored as the employee’s current LPL.

LPL 語学能力級	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準 1 級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記：記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

TASK

This position is located at the Facilities Engineering & Acquisition Division (FEAD) Camp Butler. FEAD Camp Butler provides engineering and contractual procurement services for Navy, Marine Corps and other governmental agencies and non-appropriated fund activities in Okinawa and surrounding governmental locations. These contracts involve construction, repair, maintenance, engineering and design services encompassing all engineering disciplines including civil, electrical, architectural, mechanical, structural, fire protection, environmental and sanitation.

The employee serves as a Construction Manager for complex construction projects including design-build projects involving design and construction. Independently plans, manages, and administers contracted construction operations for projects of moderate to high complexity. Typical tasks are as follows:

1. Acts as Construction Manager for moderate to highly complex construction and design-build projects, including but not limited to coordinating action requirements with clients and contractors, design engineering and other NAVFAC FE departments; pre-award support in the form of acquisition planning, project management, procuring contracting and construction consultation; determining construction inspection parameters, recommending and/or approval of design changes, determining adequacy of ongoing construction practices, judging rate of construction process and status of projects, and determining reliability of contractor data. Responsible for knowing and enforcing all applicable NAVFAC safety standards and policies, most notably the EM 385 1-1 Safety and Health Requirements Manual.
2. Resolves design and construction issues as Team Leader of assigned Engineering Technicians, customer representatives, customer engineers/facility managers and design-engineering firms. In accomplishing this goal the employee must consider unusual site conditions, specialized equipment requirements and standard engineering concepts, principles, methods and practices to reach a consensus on implementing a course of action.
3. After contract award, is responsible for contractor compliance with plans and specifications, placing contractors on notice for non-compliance when appropriate. As changed or unforeseen conditions arise, makes final determinations of Government responsibility and prepares any required documentation leading to the issuing of a change order to the contract. Prepares, from time to time, cost estimates, sketches, etc. in preparation of change orders to projects.
4. Reviews project drawings and specifications prior to award of contracts to determine constructability. Uses professional knowledge and skill in the various engineering disciplines to interpret the designs and related construction practices to ensure the proper engineering considerations are considered prior to contract award and to ensure the project objectives can be met.
5. Furnishes various inputs regarding project status on assigned projects and active contracts for required reports, as well as maintaining and developing reporting methods for indefinite quantity/indefinite delivery (IDIQ) work.
6. Attends conferences/training courses scheduled in CONUS/OCONUS. Visits job sites to perform above tasks.